# Change Subsistence and/or Career Sea Duty Entitlements Due to TDY/Permissive Orders

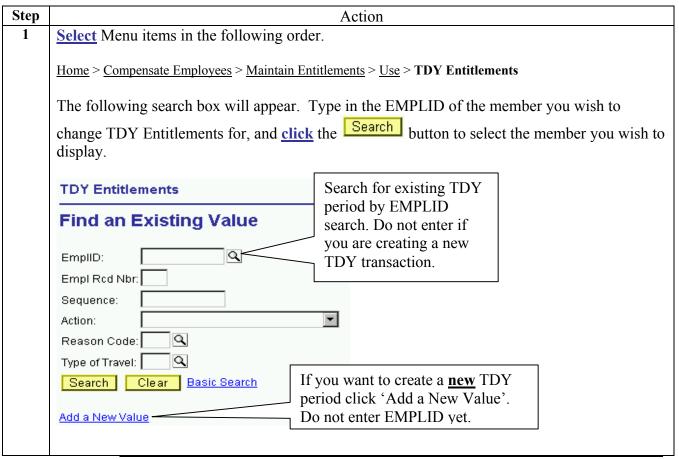
**Introduction:** This section provides the procedures to change a member's rations and/or sea pay/time entitlement due to TDY/Permissive Orders.

### **References:**

Pay, Personnel, & Procedures Manual, Chap. 2-B U.S. Coast Guard Pay Manual, Chapter 3-B, Chapter 4-B

**Procedure:** TDY entitlement entries must be routed to a supervisor/auditor with CGHRSUP approval authority. Guidance for approving officials is incorporated in the applicable steps of this guide.

Start DIRECT ACCESS, <u>sign-in</u> and follow these steps to Change BAS or Sea Duty entitlements due to TDY.



Continued on next page

2 To add a new record, enter EMPLID and click 'Add'. **TDY Entitlements** Add a New Value Q EmplID: Empl Red Nbr: 0 Sequence: 53132 Enter Emplid. Add Click 'Add' Find an Existing Value When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification. 3 A new row is created to enable you to complete TDY transaction. TDY Entitlements \ 0 Empl Rcd Nbr: JONES, ABNER, A EmpliD: 0000000 CG STA BODEGA BAY Empl Class: Regular Dept: 000163 Job Code: 410094 Sal Plan/Grade: ENL Location: CA0029 CG STA BODEGA BAY Position: 00011552 STATION - DUTY Transfer Estimated Depart Date: 05/05/2003 Action: Sequence: Reason Code: TDY Estimated Report Date: 05/05/2003 TDY Entitlements View All |< 🖪 1 of 1 🕨 >| Approval Earnings Type Description Report TDY Depart TDY Detail Approver EmpIID Status Detail Pending Q + -The following 'Earnings Types' are available for this transaction. You can choose to complete the entire TDY at one time, or choose 'TDYREP' when member goes TDY and then 'TDYDEP' when member completes TDY or permissive travel. Earnings Code Earnings Type Description Member Departing TDY Unit Back to PERM Unit ONLY TDY **TDYDEP** <u>TDY</u> <u>TDYENT</u> Report Entire TDY Period on Member Member Departing PERM Unit and Reporting to TDY Unit ONLY TDY **TDYREP** 

## 4 Procedures to report an entire TDY period on one transaction:

Enter the Earnings Type and the dates that the member arrived at and departed from the TDY unit.



Click on the 'Detail' button. Enter the member's TDY and permanent unit messing status. Enter the date that member departed permanent unit for TDY unit. The date member reported back to permanent unit is pre-filled, but may be changed.

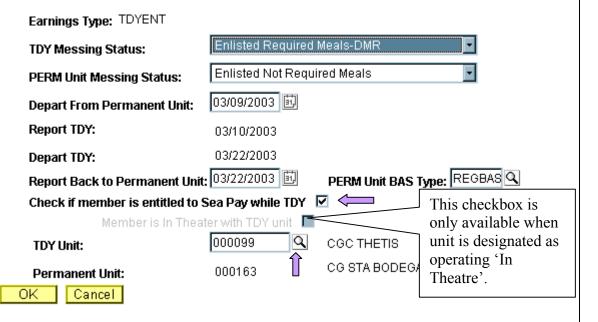
The Detail Page displayed is for an enlisted member. You would only complete this transaction for an officer when sea duty status changes, and the Detail Page will have only certain fields available.

<u>NOTE</u>: For Mobile Unit personnel deployed to a vessel with a messing facility, the TDY Messing Status should be D if the member is assigned to a Coast Guard vessel and E if the member is assigned to a Navy or foreign vessel. Mobile Unit personnel assigned to Coast Guard vessels will be charged for meals while aboard. Mobile Unit personnel assigned to Navy or foreign vessels will not be charged for meals while aboard and must reimburse the vessel for meals eaten; reimbursement can be made by cash remittance to the galley, or the ship will submit a PAA to PSC for meal checkage from the member's pay.

#### Supporting Data JONES, ABNER A 0000000 Earnings Type: TDYENT Enlisted Required Meals-DMR **TDY Messing Status:** Enlisted Not Required Meals ıular **PERM Unit Messing Status:** E5 31, **Depart From Permanent Unit:** Report TDY: 03/10/2003 03/22/2003 Depart TDY: Report Back to Permanent Unit: 03/22/2003 PERM Unit BAS Type: Check if member is entitled to Sea Pay while TDY |< **₫** 1 of 1 **№** ≥| Member is In Theater with TDY unit Q Lookup PERM Unit BAS Type TDY Unit: + -Meal Status: Permanent Unit: 000163 Lookup Clear Cancel Basic Lookup Cancel Search Results 1.2 of 2 1 Last

5 Click the 'OK' button when Detail Page is filled out.

**NOTE**: Check the box if member is entitled to Sea Pay, and enter the TDY department. Notice the Check Box for 'In Theatre'. Members sent TDY to sea are normally entitled to Level 1 sea pay while TDY however, if the vessel to which the member is sent TDY is serving in Theatre, the member is entitled to Level 3 Sea Pay. If a member is sent TDY from one Career Sea Pay eligible vessel to another Career Sea Pay eligible vessel, do **NOT** check the box for Sea Pay unless the vessel the member is TDY to is a vessel operating in Theatre. This is because members who go TDY from one vessel to another vessel continue to receive Career Sea Pay at the level established for their permanent unit; Their Career Sea Pay does not revert to Level 1 while TDY.



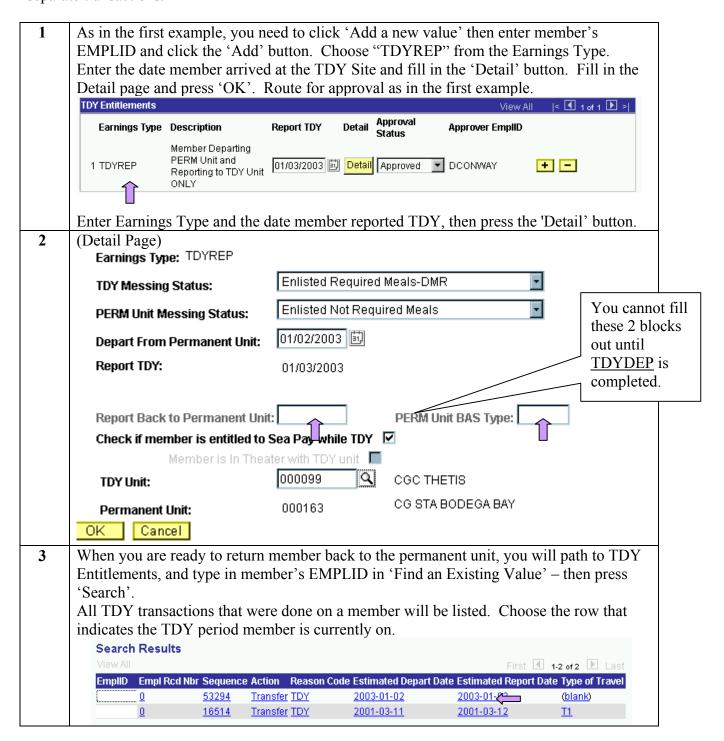
# **6** Complete Route for Approval Panel

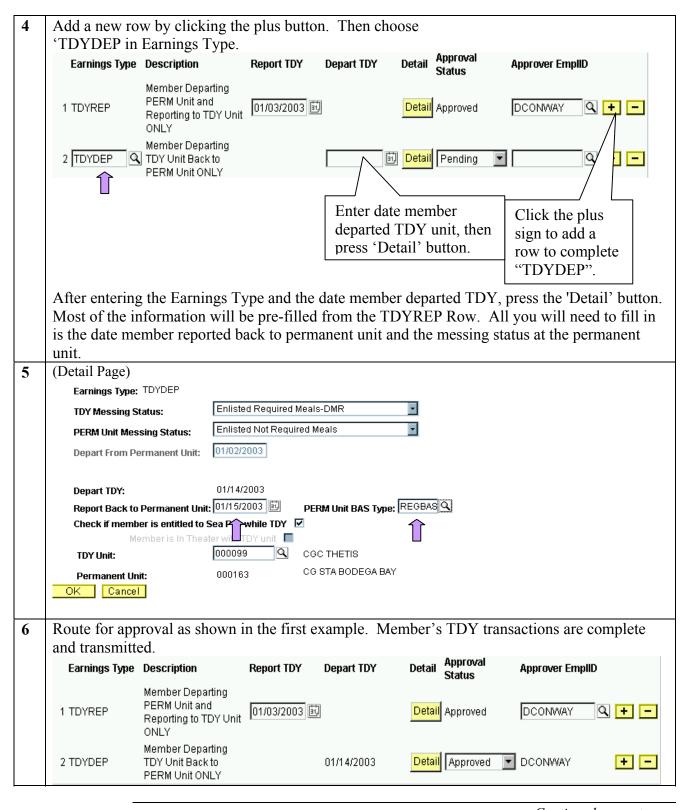
- Enter the approver EMPLID.
- Click Save

## CGHRSUP Approval Process

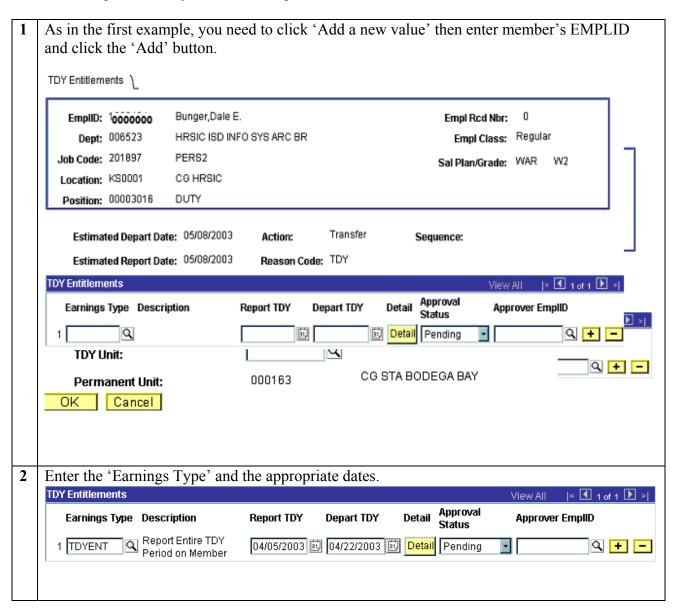
- Click on Worklist
- Click the EMPLID/NAME used previously.
- Review Form
- Click the "Approval Status" Dropdown.
- Change Approval Status to Approved.
- Click OK
- Click Save (To Transmit)
- Click the worklist again and mark as worked.

The following will show you how to report a member TDY and depart a member from TDY on two separate transactions.





The following will show you how to complete a TDY transaction on an officer.



Continued on next page

3	The only fields you can edit for an officer are the dates and the TDY unit. An officer's messing status does not change, so you would only complete a TDY transaction for sea pay/time.		
	Earnings Type: TDYENT		
	TDY Messing Status:	Officer	▼
	PERM Unit Messing Status:		▼
	Depart From Permanent Unit:	04/04/2003	
	Report TDY:	04/05/2003	
	Depart TDY:	04/22/2003	
	Report Back to Permanent Unit: 04/22/2003 🖽 🖚 PERM Unit BAS Type:		
	Check if member is entitled to Sea Pay while TDY 🛮 🗷		
	Member is In Theater with TDY unit		
	TDY Unit:	000754	CGC KUKUI
	Permanent Unit:	006523	HRSIC ISD INFO SYS ARC BR
	OK Cancel		
4	Route for approval as shown in the first example. Member's TDY transactions are complete and		
	transmitted.		

End